



Natural Resources Conservation Service  
75 High Street, Room 301  
Morgantown, WV 26505  
(304) 284-7540 (Phone)  
(304) 284-4839 (Fax)

---

**December 10, 2007**

**WEST VIRGINIA BULLETIN NO: WV250-8-4**

**SUBJECT: FNM-WebTCAS Update**

**Purpose: To provide information concerning timesheets for Pay Period 25.**

**Expiration Date: This bulletin expires September 30, 2008**

The President has signed an Executive Order stating that "All executive branch departments and agencies of the Federal Government shall be closed and their employees excused from duty on Monday, December 24, 2007, the day before Christmas Day." This will affect the processing of timesheets. All timesheets must be submitted by the employee to their timekeeper no later than the close of business on Thursday, December 20, 2007. This will allow time for timekeepers and supervisors to get their tasks accomplished in a timely manner. Your cooperation in this matter is greatly appreciated.

If you have any questions or need additional information, please contact anyone on the Financial Management Staff.

/s/

KEVIN WICKEY  
State Conservationist

DIST: E

